

# CITY OF REDMOND ARTS COMMISSION

## **MINUTES**

**June 9, 2005**

### ***Televised Meeting***

### **Public Safety Building – Council Chambers**

*“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”*

**COMMISSIONERS PRESENT:** Chairperson Roy Leban, Phil Teller, Kay Tarapolsi, Heidi Houghton, Latha Sambamurti, Tom Flynn, John Davis

**ABSENT AND EXCUSED:** Vice Chair Yvette Kirby Waters

**STAFF PRESENT:** Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Tom Trueblood, Parks and Recreation Division Manager; Erika VandenBrand, Planning; Raleigh Wyatt, Risk Management; Pam Maybee, Recording Secretary

**GUESTS PRESENT:** Rachael Mamane, Laura Lee Bennett, Michale Heavener

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## **AGENDA**

***Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.***

### **I. CALL TO ORDER**

Chairperson Roy Leban called to order the regular *televised* meeting of the Redmond Arts Commission (RAC) at 7:05 p.m. at the Public Safety Building, Council Chambers.

### **II. APPROVAL OF MINUTES**

**Motion for approval of the RAC minutes of May 12, 2005 as submitted by:**

Commissioner Tarapolsi

**Second by:** Commissioner Houghton

**Motion carried:** 7-0 unanimous

### **III. ADDITIONS TO AGENDA**

Arts Education:

- Hugo House (Tarapolsi)

Performing / Literary Arts:

- Arts in the Parks (Sambamurti)

#### **IV. ITEMS FROM THE AUDIENCE**

Laura Lee Bennett, R.A.S.P. event director for *Write Out Loud!* 2005 referenced the report handout. She noted the young authors and teen events were very successful, and that funds supporting these would be the most productive.

Flynn attended the young author event and commended RASP for its success; he also thanked Ms. Bennett for the over 400 hours she spent on the event.

#### **V. GENERAL RAC BUSINESS**

##### **A. Chair/Vice Chair**

None

##### **B. Public Meetings/Email Use Policy**

Tom Trueblood, Parks and Recreation Division Manager, explained the policies for public meetings and email use. (handout given)

1. Email policy: dissemination of information, not discussion:
  - Cannot discuss issues being addressed outside the public meeting unless there is not a quorum of Arts Commissioners.
  - Cannot have a “rolling discussion” on an idea.
  - Can disseminate information, but not discuss.
  - Cannot use email to discuss City business.
  - Cannot do a “reply to all”; can send to one.
2. Operating norms:
  - Do what makes common sense.
  - Provide opportunity to citizens of Redmond to be able to participate: e.g., subcommittee or a meeting with a quorum.
  - Official communication should be coordinated through staff: anything with programs, subcommittees, etc., replying in a public disclosure.
  - Staff can disseminate to appropriate people.

Leban added that Commissioners should give ample notice of future meetings, and should meet in a public place. This is City policy, not a legal requirement, in order to provide access to our citizens.

Houghton asked about holding a “working meeting”, e.g., a photo review with four people. Trueblood responded that technically it would be okay, but it was approaching the line; again, look at it with a common sense approach. If it is an official meeting of the RAC, then it is not to be done at a private residence.

## **C. Staff Reports**

### **1. Website Update**

Skillingstead reported the RAC website domains have been approved: [www.artsliterary.org](http://www.artsliterary.org) (the site currently redirects users to Lake Washington School District web site to support the RAC K-2 Art lesson books); and, [www.redmond.gov/arts](http://www.redmond.gov/arts) (the site currently redirects users to the Arts/Culture activities web site).

Skillingstead, Marta Hurwitz (IS Department), and Dorie Lysaght (Arts Administrative Assistant) will be meeting to develop changes to the architecture of the web site. Leban has volunteered to help change the focus on the website to arts in Redmond instead of the RAC. He asked for another volunteer to help IS understand RAC’s view; Davis volunteered. Hurwitz will invite a Commissioner to a meeting next fall to give feedback on the changes. The project is due to be finalized by January 2006.

### **2. ROS Budget Handout**

A working budget was handed out. Skillingstead reported there is money leftover from the program, since the curator expense was less than previously thought. Grants and funding for the ROS program have come from (1) Tourism funding, (2) various sponsors, and (3) Sustained Support Grant from 4Culture.

## **VI. Visioning Committee Report**

Sambamurti gave the background and purpose for forming the ad hoc Visioning Committee. Davis brought forward the committee’s two recommendations:

1. Go through strategic planning process over the next year:
  - To clarify the mission
  - Assess programs
  - Reaffirm direction
  - Build teamwork
2. Hire a consultant:
  - To guide the Commission on the right track

Houghton referenced the handouts of the committee minutes, which outlined the committee’s process leading to these recommendations.

Commissioners had this feedback:

- Tarapolsi offered the name of a non-profit assistance center in Seattle with a consultant database that could assist with names and rates. She agreed a consultant would be appropriate for the scale of the job.
- Houghton asked staff how the hiring process would work. She suggested the process might require a number of retreats, three to four hours each.
- Leban reminded that it had been suggested in the past to devote half of the general RAC meeting time to strategic planning.
- Flynn noted RASP did a strategic planning retreat with consultant, Karen Fishler. A retreat kit was used, specifically designed for strategic planning for a group process. For more information, contact Laura Lee Bennett, RASP.

Bettencourt explained the hiring process:

- There will be a pool of consultants.
- Once a plan is prepared, it will go to the City's Strategic Management Team (to include Mayor Ives and department heads) for their support.
- The process will be done within the resources available.
- RAC approval will allow the ad hoc committee to get estimates.
- Must indicate management's support now (Trueblood, Hopkins).
- This plan will be essential to doing a cultural plan update (money has been set aside each year for the update).

**Motion for approval that RAC continue with a strategic planning process by:**

Commissioner Teller

**Second by:** Commissioner Flynn

**Discussion:** Commissioners will physically support and commit to continuing the process.

**Motion carried:** 7-0 unanimous

**Motion for approval to look into hiring a consultant for the strategic planning process so RAC can move forward with hiring a consultant to help with the strategic planning in the next year by:** Commissioner Flynn

**Second by:** Commissioner Tarapolsi

**Discussion:** Bettencourt clarified the following:

- Staff will assess the pool of qualified consultants (rates, etc.).
- Staff would invite the consultant to meet with the ad hoc committee to show the support they would envision.
- A scope of work would be developed.
- The City's Finance Department would make the selection.

**Motion carried:** 7-0 unanimous

Houghton emphasized that it will take extra time from Commissioners; however, that time commitment would become clearer when the consultant shapes the plan.

Skillingstead asked Commissioners to bear in mind that staff would bring the consultant's plan to RAC to get their time commitment.

## **VII. Visual Arts**

### **A. Project Status**

#### **1. Accept Arts Awards**

Commissioners viewed the four fused glass arts awards designed and created by artist Bill Ayers. The commission as a whole indicated that they were very pleased with the results.

- The awards presentation is June 21, at the Redmond Arts Day event, 8:00 p.m.
- Reception prior at 7:15 p.m.
- All award recipients will be invited to the mini concert by Adefua African Music and Dance Company.

**Motion for approval to accept Bill Ayers' arts awards by:**

Commissioner Tarapolsi

**Second by:** Commissioner Houghton

**Motion carried:** 7-0 unanimous

### **B. ROS Artists/Site Recommendation**

Rachael Mamane, ROS curator, reported she was very successful in receiving submissions for the ROS project. She presented a slide show of the 32 artists who submitted their work, highlighting her proposed recommendations to present in the ROS program. The following are the sponsors and number of pieces recommended at site locations:

- Redmond Town Center (10)
- Library (3)
- Luke McRedmond Landing or other Park site (1)
- Redmond Way(1)
- Tenhultzen Remodeling(1)
- First Mutual Bank(1)

Other potential sponsors:

- LA Spas
- Hobbytown
- Victor's Coffee
- Additional sites at Redmond Town Center

Raleigh Wyatt, City Risk Management, reviewed the pieces for safety issues.

Mamane noted a holdover of some artists from last year would only have been considered if there had not been enough entries this year.

Raleigh Wyatt noted certain architecture of pieces at risk would include sharp edges, pinch points, sections where children could get heads and arms stuck, movable or removable parts. Risk Management would ask these types of questions: Are they insurable? Can people shake it? and, What would happen if children were around the piece?

Tarapolsi suggested working with Redmond Park Board again this year, offering that they choose a location for a piece each year, so as to be part of the process.

Tarapolsi favored the small bench that was not recommended. Mamane noted it was small, delicate, and well done; but, she feared it could be “lifted.” She did include two other benches in the proposal.

Leban commended Mamane for a great job in collecting artists. Skillingstead offered the schedule (following RAC approval):

- Artists are contacted
- Final plot site is selected, based on budget
- Do contracts and other required paperwork
- Install mid-September, with opening mid-October (one of the artists may speak at the opening)

### **C. Transit Shelter Art Project Process & Recommendation**

Leban reported that King County Metro would like art for the Redmond Transit Shelters, for which a County art budget exists for each shelter. The first one would be done at Redmond Center located along Redmond Way; all subsequent shelters would have the same artist idea following this one. The schedule handout was referenced.

Leban and Skillingstead recommended an open call for artists; in addition, staff would call artists selected last year and ask them to apply. It would also be open to any others. The open call would be for six weeks.

Leban proposed a selection committee to approve the artists and provide input. RAC concurred with the process. Leban described the process proposed by himself, Skillingstead, and the Parks Department, which, following standard practices, has a selection committee to include RAC members.

Skillingstead stated the artwork must be durable and a suitable medium. Tarapolsi expressed safety concerns with opaqueness. Skillingstead noted Metro has a standard of wavy glass; the artist will be instructed in the details.

The piece must (1) attach in a uniform way, (2) attach before the shelter is installed, and (3) replicate in future shelters as they are added in Redmond.

Houghton supported a theme, but not identical.

Erika VandenBrand, Planning Department, added the following:

- It is an opportunity to identify Redmond, using a high, visible location, a gateway to the City, etc.
- Tourism and the Wayfinding Project are looking at branding, but it has not materialized as yet.
- Staff will get input from the artist upon receiving RAC's "broadbrush" ideas.

Comments and ideas should be sent to Skillingstead.

A selection committee will meet for two meetings around the end of July or beginning of August. The Committee will be comprised of the following people:

- Skillingstead as the facilitator
- Planning Department staff (1)
- Arts Commissioners (2)
  - Those interested: Houghton [possibly], Davis, and Leban [possibly]
- Citizen/community representative (1)
- Professional artist (1)
  - Leban suggested Jill Schmidt
  - Flynn suggested Dan Caldwin and John Anderson
  - Tarapolsi suggested Stephan Edwards
  - Skillingstead will see who is available
- Metro representative (1)

#### **D. Visual Arts Committee Chair**

Ad hoc Committee needs to look at the workload. Report tabled to next month's meeting.

#### **E. Andrew Carson**

Tarapolsi met with Andrew Carson, who chose the following site for his artwork: the northwest corner of the ORSCC by the entrance sign on 166<sup>th</sup>, placed between the sign and the ditch. ***Skillingstead will check with safety issues and whether or not the location is permissible. Tarapolsi will show Skillingstead the exact location.*** Tarapolsi recommended this location, pending approval of site and confirmation of the price. Leban noted that the 1% for Art money from Idlywood could not be used for the ORSCC location. Another project at Idylwood would therefore be considered with that money,

which is limited. *Bettencourt will check to see if there is any 1% for Art money available for ORSCC.*

#### **F. Redmond Historical Society Art Contest Update**

Tarapolsi was part of a selection committee for the Redmond Historical Society's Art contest. Sixty pieces were submitted; 22 artists are being shown.

- An open house will be held before the main meeting on June 11 at 11:00 a.m. – 12:00 p.m.
- All Commissioners were invited.
- Mayor Ives will present five awards for artwork on Derby Days.
- Society needs RAC to help jury the awards between now and Derby Days.
- RAC will pick one to two pieces to exhibit (give selection choices to Skillingstead).
- This would be the artist to show in the next year (top pick of RAC).

### **VIII. Performing/Literary Arts**

#### **A. Project Status**

##### **1. Redmond Arts Day**

- June 21, mini-concert at 8:00 p.m. with Adefua African Music and Dance Company
- July 9, Derby Days parade with art car and TropiCuba dancers
- July 13, Arts in the Parks concert series begins; flyers to be out soon around Redmond

##### **2. Winter Performance Series 2006**

In the planning stage.

##### **3. Literary Arts**

Flynn, chair of Literary Arts Committee, reported he met with Laura Lee Bennett of RASP. The first Saturday of every month is poetry reading at Victor's Coffee in Redmond. Also, [www.rasp.cc](http://www.rasp.cc) links to photos of poets in the park from March and the *Write Out Loud!* event.

Tarapolsi reported that Hugo House, a Seattle organization that teaches writing courses, contacted Ms. Bennett looking for space on the eastside for classes and people to do the classes.



## **IX. Art Education/Grants**

### **A. Project Status**

#### **1. Arts Education Grant Recommendation**

Tarapolsi reported there is \$4,000 available for the arts education grant second round (extension). Anne G. Briggs has requested \$719.52 for art and writing workshops for fourth grade students on ranching and old Redmond life, to be presented at several Redmond elementary schools. The Grant Committee recommended awarding \$720 to this request, which would leave \$3,280 in the fund.

**Motion for approval to award Anne G. Briggs \$720 as part of the Arts Education Grant recommendation by:** Commissioner Tarapolsi

**Second by:** Commissioner Teller

**Discussion:** Leban noted this applicant was an “unknown quantity, yet worth a risk.”

**Motion carried:** 7-0 unanimous

#### **2. Arts Education Curriculum Update**

Skillingstead will schedule a meeting with Una McAlinden, past Commissioner, in July or August. Leban reported the three through six lessons only need a CD to complete the project. *He will forward that to Skillingstead.*

### **B. Youth Advocate Report**

Marino was not present at this meeting.

## **X. GENERAL NEW BUSINESS**

### **A. Summer Absentees**

- Teller: absent from July and August meetings
- Leban: absent from Derby Days
- Houghton: absent from July (possibly August)

### **B. Other**

#### **1. RAC Vacancy**

Skillingstead reported another advertisement for the RAC position would be published with a new deadline of July 15, and with an emphasis on visual arts interest. The ad would also be published in other artists' newsletters.

The youth advocate position is also open to next-year juniors. Those interested should contact Skillingstead.

**XI. MOTION TO ADJOURN**

**Motion to adjourn by:** Commissioner Tarapolsi

**Second by:** Commissioner Flynn

**Motion carried:** 7-0 unanimous

The meeting adjourned at 9:35 p.m.

Minutes prepared by Recording Secretary, Pam Maybee

**NEXT REDMOND ARTS COMMISSION MEETING:**

**July 14, 2005**

**Old Redmond School House Community Center**

**7:00 p.m.**

# Redmond Arts Commission

**Meeting: June 9, 2005**

## **Audience Present**

*Please note: Information provided at this public meeting becomes part of the City's permanent record.*

NAME	ADDRESS	PHONE
Rachael S. Mamane	RAC Curator	206-412-5116
Laura Lee Bennett	R.A.S.P.	425-497-8981
Michael Heavener		425-885-0961